

1. General Considerations for Use of DHIS2 Android App

- Android App: PSI dhis2
(<https://play.google.com/store/apps/details?id=org.dhis2.psi>)
- Upon installation, launch app through this icon on smartphone:
- Log in using the following credentials URL: <https://sandbox.psi-mis.org> [NOTE: this server is used during the pilot phase only], assigned user name and password (these are case-sensitive!)
- Upon successful connection, the app will first synchronise the configuration (= data collection forms and other settings), then the data (= any data entered for the LGAs/clinics assigned to the user).

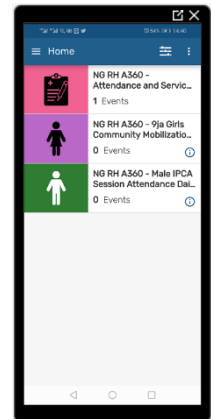


This process may take some time – up to one minute or more, depending on speed of connection: please be patient!

- Once synchronized, the following screen is shown:

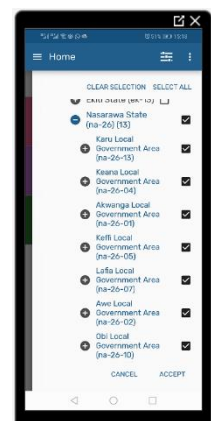
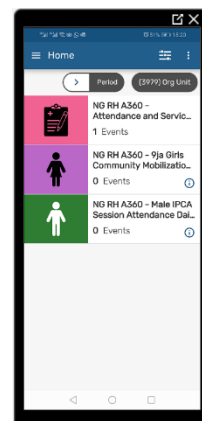
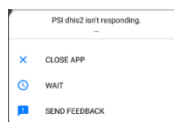
Note that upon the first connection, a series of tips will be shown to the user, under the form of text shown on top of the screen (with semi-transparent black background). Tap to make these tips disappear.

The Home screen shows available data entry forms (= “programs” in DHIS2 lingo), each with a different colour and icon. The number of available “events” (= records) will be listed below the program name.



- If synchronization is unsuccessful, a message will display (“Your configuration sync has failed. There could be errors in your server. Click here for more information”): please check your connection and try again.
- By clicking on the icon with three slider lines (top right of screen), it is possible to filter events within a program based on period (day, week, month, year) and on “Org Unit” (geographic areas or locations such as clinic: these are the places for which data is entered).

These filters allow you to check the number of events already entered under these units and/or for a chosen period, by clicking on the buttons Period and Org Unit. Loading multiple organisation units may take some time and the app may momentarily freeze, displaying this message; be patient and wait until all are loaded.

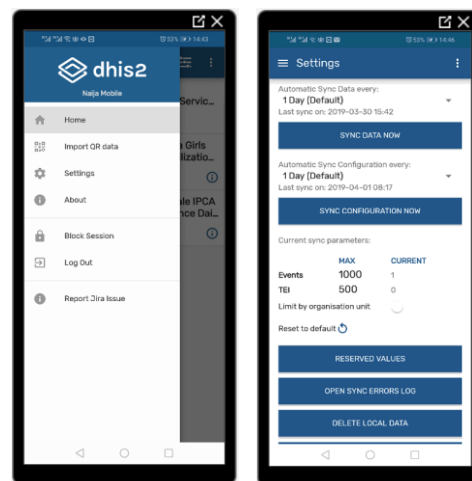


Note that you need to tap the + icon in front each unit to see its “children” appear.

- Synchronising data and configuration:

Tap the three horizontal lines next to Home in order to display the full menu of the app; you will see the account name listed on top, then a number of menu options including “Settings”

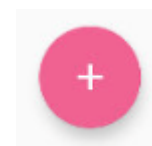
In Settings menu, the default synchronization frequency is daily, but it is possible to manually force synchronization when data needs to be submitted (“Sync data now”) or when there are updates to the data collection forms (“Sync configuration now”).



- Entering data

To select a program for which to enter data, tap the icon or title of the program,

To enter a new record, proceed to tap the + button (bottom right), as shown in screenshots in section 2 of this guide.



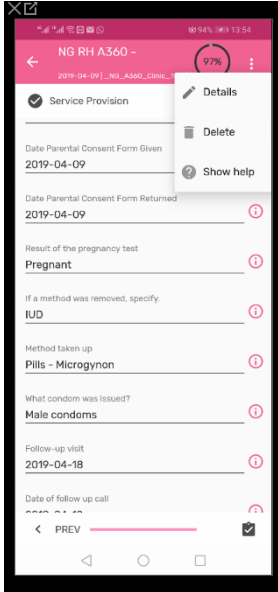
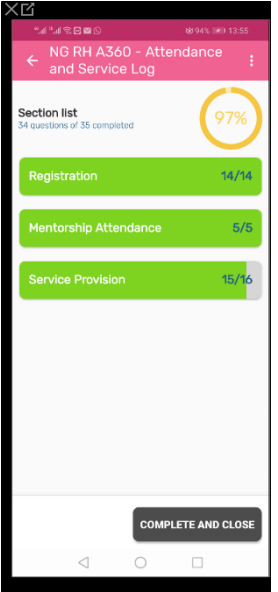
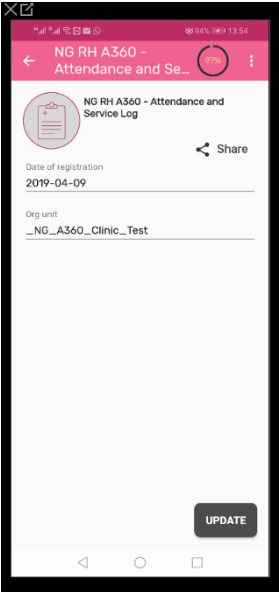
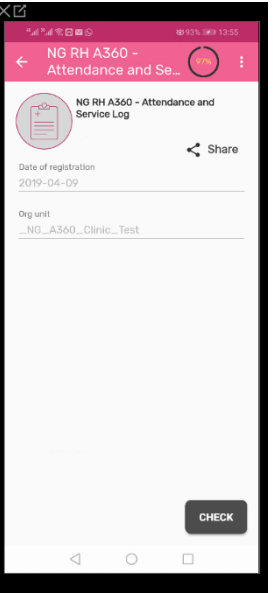
- For more details on the data flow, data entry and data quality assurance processes and procedures, please refer to the SOPs in annex to this document

2. Data collection programs

The Android app allows you to enter data (new records), or view and/or edit existing records, where allowed. For all forms, tap selector icon to filter period or org unit to see available events that are synchronized with the server. Only those events for the Org Units to which the user has access to will be listed.

All forms have built-in skip patterns and data quality checks (internal consistency, range, format etc.)

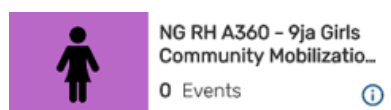
In order to check or update existing events, follow instructions below:

| | | | |
|---|--|---|---|
| <p>Select an event after applying the Period / Org Unit filter. The event will be displayed, with a % "completion rate" on top right of screen. Tap "Check" to see details (Completed events)</p> | <p>You can check status of completion for each section by tapping the "completion rate" button</p> | <p>For events that are still open, it is possible to update information if corrections need to be applied: tap Update to enable modifications</p> | <p>You can also simply Check submissions, and at end of form mark as Completed following verification</p> |
|  |  |  |  |

2.1. Data entry forms for mobilisation: 9ja Girls and MMA

These two programs are used to report daily summary data for mobilisers (9ja and Male IPC agents), primarily number of persons reached and numbers issued with a referral card.

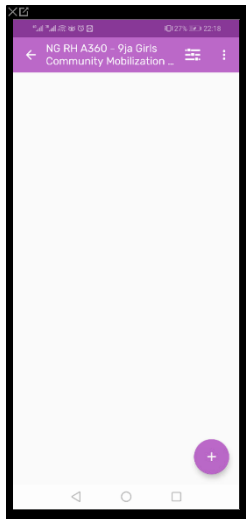
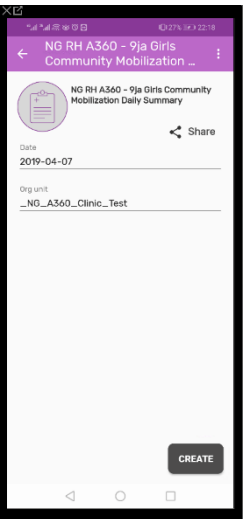
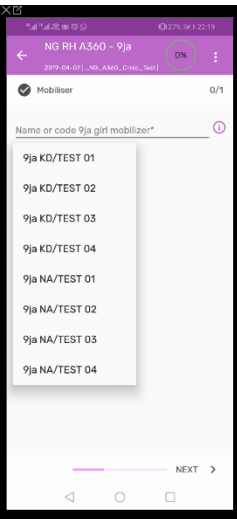
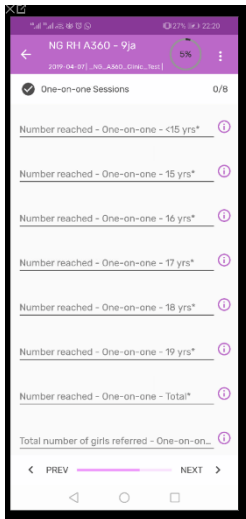
9ja Girls

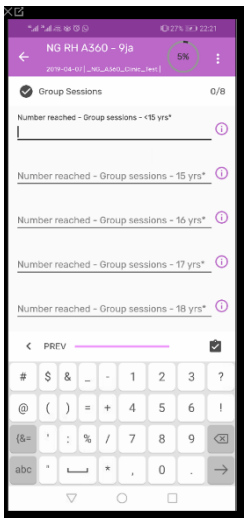
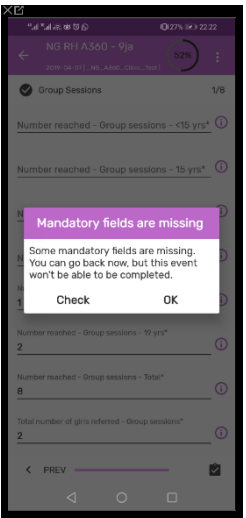
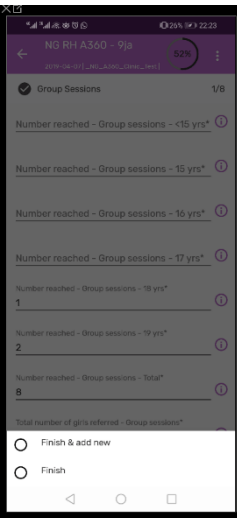
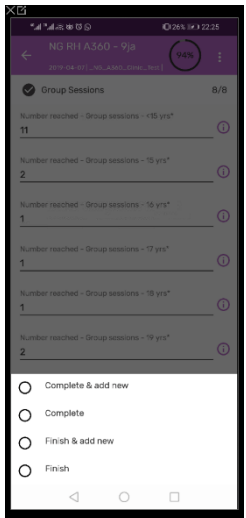


Program: NG RH A360 - 9ja Girls Community Mobilization Daily Summary

Data model: aggregate daily summary

Frequency: daily, for every 9ja Mobiliser

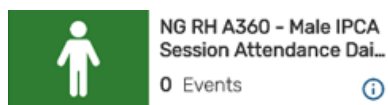
| | | | |
|---|---|--|--|
| <p>New entry: tap + button (bottom right) to enter a new record in an empty form.</p> | <p>Specify date (default is current date, please change if needed!) and clinic at which the events occurred</p> | <p>Select 9ja Mobiliser from drop-down</p> | <p>Fill out the number of girls reached for each category (individual / group sessions, age) and number referred</p> |
|  |  |  |  |

| | | | |
|---|--|--|---|
| <p>The numbers should be entered using the numeric keyboard as displayed below. If no girls reached/referred in the category, enter 0</p> | <p>When finished, tap the black check box at bottom right of screen. If certain fields are missing, a warning message will display: click "Check" to apply corrections</p> | <p>If "OK" is pressed, it is still possible to finish the record, but it will remain open and cannot be marked as Complete (by supervisor)</p> | <p>If all fields are valid, "Complete" and "Complete & add new" options are also shown (mobilisers should not select these)</p> |
|  |  |  |  |

Built-in quality checks:

- Mandatory fields: ALL fields are mandatory (if no numbers to report for certain variables, enter 0)
- Validation:
 - o Girls referred should not be greater than the girls reached (one-on-one sessions)
 - o Girls referred should not be greater than the girls reached (group sessions)
- Automated values:
 - o Total clients reached through One to One sessions (sum of all ages)
 - o Total clients reached through group sessions (sum all ages)

a. MMA Male IPCA



Program: NG RH A360 - Male IPCA Session Attendance Daily Summary

Data model: aggregate daily summary

Frequency: daily, for every team of Male IPC Agents

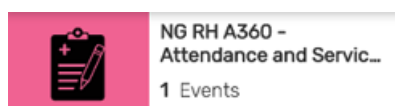
| | | | |
|---|---|---|---|
| New entry: tap + button (bottom right) to enter a new record in an empty form | Specify date (default is current date, please change if needed!) and LGA in which the events occurred | Select name of Male IPC Agents from drop-down | Fill out the number of husbands reached for each category (individual / group sessions, age) and number issued a referral (by IPCA) |
| | | | (screenshot forthcoming) |

Built-in quality checks:

- Mandatory fields: ALL fields are mandatory (if no numbers to report for certain variables, enter 0)

- Validation:
 - o Number of husbands attended first time should not be more than males reached
 - o Males referred should not be more than the males reached - Group
 - o Males referred should not be more than the males reached - One on One
 - o Total referrals by IPCs should not be more than total reached
- Automated values:
 - o Total males reached (sum of Males reached one-on-one and Males reach Group sessions)
 - o Total referrals by both IPCAs (sum of males referred by both IPCAs)

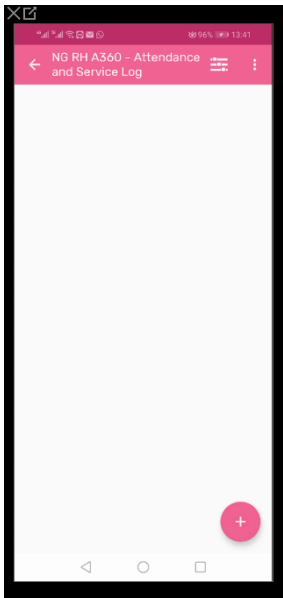

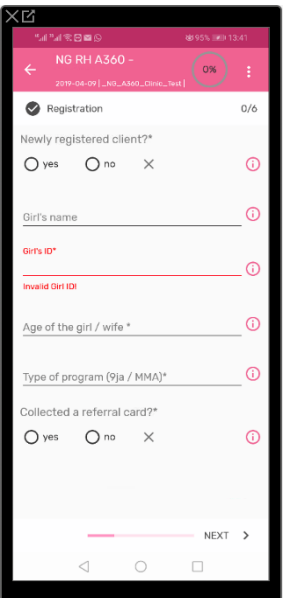
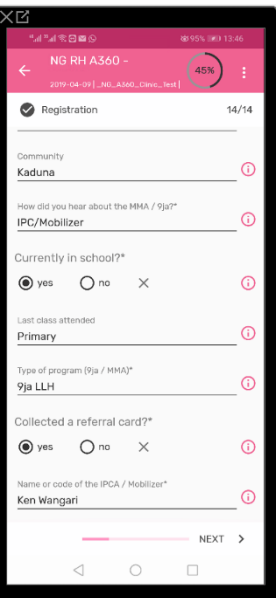
2.2.Data entry for Registration, Attendance and Service Provision




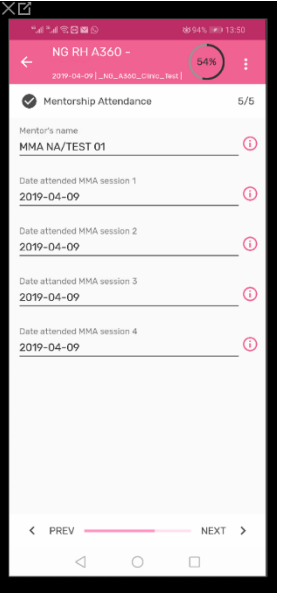
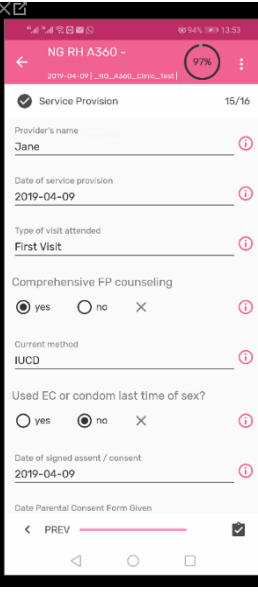
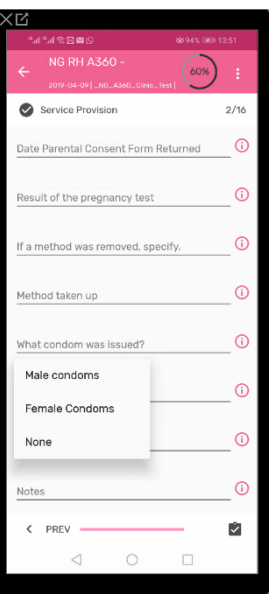
Program: NG RH A360 - Attendance and Service Log

Data model: aggregate daily summary

Frequency: daily, for every team of Male IPC Agents

| | | | |
|---|--|--|--|
| Client registration: tap + button (bottom right) to enter a new record in an empty form | Specify date (default is current date, please change if needed!) and clinic which the client visited | Specify whether the client is newly registered or a returning client that was already registered; fill out variables accordingly (full details are required only for newly registered clients) | Fill out the registration form, ensuring that the Client ID is of the correct format and all mandatory fields are filled. Specify whether a referral card was collected. |
|  |  |  |  |

Depending on the program attended by the client, either the MMA, 9ja or Service Provision section will be opened.

| | | | |
|---|--|--|--|
| <p>9ja: specify whether girl saw the provider or not (if not, end of form)</p> | <p>MMA: enter code of MMA Mentor, and dates for one or more sessions attended</p> | <p>Provider Section: fill out the details as reported in the provider log</p> | <p>When data entry is finished, tap the black check box (bottom right) to Finish the event</p> |
|  |  |  |  |

Built-in quality checks:

- Mandatory fields: Newly registered client, Girl ID, Age, Source, Marital status, School level, Program attended, Referral card redeemed, IPCA/Mobiliser name (if referral card),
- Validation:
 - o The structure of the Girl ID should follow the appropriate format: XX/XX/XX/XX/XX/99 (5 pairs of alpha characters separated by /, followed by two numerical characters, for birth rank). A red warning message will display if the code is missing or incorrectly entered.
 - o Age should not be greater than 19

Annex: Proposed data flow & data quality assurance process

Mobilisation: Community level

Data Entry

- Male IPC Agents: use smartphone DHIS2 app to report daily aggregate performance
- 9ja mobilisers: use smartphone DHIS2 app to report daily aggregate performance

IPCA/mobilisers enter each event and “finish” when entered (not “complete”)

Frequency: daily

Both IPCAs and 9ja mobilisers keep paper registers

Data Validation

- Young Designer (may cover 2 clinics):
 - Verify each daily summary sheet, at end of each week or on ongoing basis; “complete” events in DHIS2 (web version)
 - Responsible for ensuring timely submission by IPCAs/9ja mobilisers

Attendance & Service Provision: Clinic level

Data Entry

Events

- Young Providers (9ja LLH): Register 1st time attendees using smartphone app; event is finished, not completed.
- Mentors: Register new LFH course attendees (= usually during 1st class, sometimes 2nd class) using smartphone app; maintain the paper MMA register for the length of the 4 classes (cohort); event is finished, not completed. *Young Designers enter LFH sessions based on completed registers (see below)*
- Young Providers:
 - Register walk-in clients (i.e. those that are not coming through LFH or LLH events), fill out provider log with service provision data; look up clients that are already registered and fill out provider section of the program, using smartphone app; events are “finished” but not completed
 - Register reach-out clients and service provision section with support from QFP events are “finished” but not completed

Reach-out walk-in: revised strategy - short-list existing reach-out clinics for which we can provide continued supportive supervision/QA, strengthen reach-out events at these clinics; MoU in place (significant involvement!); routine monitoring: collect client data for walk-in clients.

Paper registers/forms remain primary source document

Data Entry & Validation

- Young Designer (may cover 2 clinics):

- Enter LFH class attendees upon completion of the course, into DHIS2 on web; event is finished (not completed)
- Enter service provision data from walk-in clients at reach-out clinics –
- *Verify* provider log (paper) with data entered into DHIS2 by providers; makes adjustments as necessary; complete the events

Data Validation & Data Use

- PA (may cover 2 or more clinics): at a minimum, should check a sample of records from their clinics/LGAs (all 3 programs), and do spot checks on selected records by comparing with source documents; should sign off at the start of each month (by 5th?) and notify Nigeria A360 M&E advisor that data is validated
- Data validated by PA & signed off by RC/RM, by the 7th of each month

Data Use

- RM/RC: data view online (view only); any quality issues to be flagged to PA for follow-up; sign-off
- QFP (may cover 2 or more clinics): does not intervene in data entry or data verification; may access data (e.g. productivity, specific issues e.g. removals, adverse events/complications), and if necessary, flag any quality issues to the PA (QFP has view rights only, not editing)
- Central A360 Team (M&E advisor)